

Republic of the Philippines
DEPARTMENT OF EDUCATION - DIVISION OF BILIRAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DEPARTMENT OF EDUCATION DIVISION OF BILIRAN) in the CSC website:


LERMAFLOR G. NAPOLES
HRMO

Date: May 11, 2021

No	Position Title (Parenthetical Title if Applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540004-2017	9	19,593.00	Completion of two years studies in College	4 hours of relevant training	1 yr of relevant experience	Career Service (Sub Professional) /First Level Eligibility/ Relevant MC 11 s.1996		OSDS/ FINANCE
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540009-2017	9	19,593.00						
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540003-2017	9	19,593.00						
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540069-2014	9	19,593.00						
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540010-2017	9	19,593.00						

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 25, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Application letter; Performance rating in the present position for Three (3) years (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records, Service Records and Training Certificates.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JUDELLA R. LUMPAS EdD, CESO VI

OIC-Schools Division Superintendent

DepEd Biliran, Larrazabal, Naval, Biliran

hrmpsb.biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540011-2018	9	19,593.00	Completion of two years studies in College or High School Graduate with relevant vocational trade course.	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) /First Level Eligibility/ Relevant MC 11 s.1996		OSDS
2	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540002-2018	9	19,593.00						
3	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540003-2017	8	18,251.00	Completion of two years studies in College or High School Graduate with relevant vocational trade course.	4 hours of relevant training	1 year of relevant experience			OSDS

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